

Retail Marijuana Application Checklist:

Revised: September 23, 2013

All applications for conversion or combined use will be treated as completely new applications requiring all the documents listed below and any others requested by the MED investigators to be licensed. Once a retail application is submitted, MED will not accept any Changes of Ownership until the license is issued.

- ☐ MED will only accept business applications from owners. Managers cannot submit new applications on behalf of the owners.
- ☐ MED Retail Marijuana License Application Form – DR8548 (*On the MED website*)
Two (2) complete copies of this application will be required for EACH Retail Store, Cultivation, Marijuana Products Manufacturer or Testing Facility. One (1) copy for the MED and one (1) copy for the Local Licensing Authority.
- ☐ **Two (2) checks or money orders for each license being applied for. One check made out to the MED (DOR) and one made out to the proper local authority.** The application requires you to provide the name of the local authority, a contact name, address, email and phone number so MED can forward the Local Authority a copy of the application and fees. Checks will only be accepted from accounts in the business name or in the name of one of the owners name. We cannot accept checks from holding companies. *Failure to provide this information will deem the application incomplete.*
- ☐ LLC's must provide an Operating Agreement and Corporations must provide Articles of Incorporation and Bylaws completely filled out and signed by all parties.
- ☐ Copy of a current "Certificate of Good Standing" from the Colorado Secretary of State.
- ☐ Copy of your current, amended or new lease, **in the name of the business**, fully executed and signed, for the location the business will be located even if it is the same location as your current Medical Center, OPC or MIP.
- ☐ Floor plans of each facility, **to scale**, on 8.5 X 11 inch paper. These drawings, at a minimum, will indicate all walls, fixtures in sales area, entrances, exits, safes, storage areas, locations of cameras, DVR(s) and security room(s). Clearly identify the licensed premise area(s).
- ☐ Retail Marijuana Sales Tax Bond on the approved State form. You cannot use your existing Medical Bond for your Retail Store. (*On the MED website*)
- ☐ Copy of the current Medical Marijuana Center State Tax License.
- ☐ You will be required to sign an Ownership, Funding and Limitation of Ownership Change Agreement. If you are applying for combined use of the same facility for both a Medical Marijuana Center and Retail Marijuana Store you will be required to sign a Letter of Understanding that you cannot sell Medical Marijuana to anyone under the age of Twenty-One (21) years. (*These forms will be provided by MED at time of application.*)
- ☐ Payment of fees

MED will not accept an incomplete application. MED will consider an application incomplete if any of the required documents are not submitted or not completely filled out and executed. Businesses submitting incomplete applications will be rescheduled for a later date once they have a complete application.